



## Human Resources

### Davie County Government

123 South Main | Mocksville, NC 27028 | 336.753.6015

## Program Coordinator/Educator II Davie County Senior Services

**Description of Work:** This position serves as the Events Coordinator for the HHS division of Senior Services. Work in this class involves consultation and program/project administration in a specialized or targeted program area of assignment. Positions in this class may serve as lead consultant, program manager and/or project manager. Work includes associated administrative and/or business functions. Work involves developing and maintaining productive collaborative work relationships and assessing and responding to client needs, interpreting and applying program policies and practices, providing consultation, and performing program/project administration. Work may include information research and analysis, program marketing, and supervision of staff. Specifically employee will develop, plan and implement senior center activities such as educational opportunities, social opportunities, travel, artistic and creative outlets, etc. for older adults in the county, as well as community events. Employee will ensure that policies and guidelines pertaining to the programs and funding sources established by the state and federal governments are followed. Employee will supervise staff and volunteers assigned to the program. Employee will assist with budgeting and grant writing for the program. Regular, predictable, full attendance is an essential function of the job.

**Knowledge, Skills, & Abilities:** Considerable knowledge of the principles and practices of public and business administration; considerable knowledge of program objectives and standards in the area of assignment; basic knowledge of personnel policies and procedures; basic knowledge of accounting practices and procedures; basic knowledge of administering funds in accordance with program procedures; ability to initiate and install administrative programs and procedures and to evaluate their effectiveness; ability to exercise judgment and discretion in establishing, applying, and interpreting policies and procedures; may require the ability to plan, assign, and supervise the work of subordinate positions; ability to establish and maintain effective working relationships with agency personnel, officials, and the general public; ability to use computer programs proficiently; physical ability to stand for long periods of time, use fitness equipment, teach exercise classes, regularly lift up to 10 pounds and occasionally lift up to 20 pounds. Must have or be willing to obtain ServSafe certification and CPR/AED/1st Aid certification.

**Minimum Training and Experience Requirements:** Bachelor's degree from appropriately accredited institution and one year of experience related to the area of assignment; or an equivalent combination of training and experience.

**Salary:** Grade 66 – Entry Level - \$35,590

**Emergency Shelter Operations:** The individual in this position has responsibilities for staffing and providing assistance when public health or emergency shelter plans are implemented.

Apply online at [www.daviecountync.gov](http://www.daviecountync.gov) under Employment

DavieCountyNC.gov  

**Davie County is an Equal Opportunity Employer.**

Our Equal Employment Opportunity Plan is located at [DavieCountyNC.gov](http://DavieCountyNC.gov) under Human Resources.

